Unit inquires about space allocation and formally requests space

- Facilities Services Performs Space Audit
- Completes Walk-through
- Update Space Inventory and Adjust Architectural Drawings

- Facilities Services Gathers Data
- Interviews Unit regarding Program Needs
- Collects Employee HC/FTE – Verifies with Unit

- Facilities Completes Space Program Worksheet
- Compiles Data into Space Study
- Prepares Assigned vs. Allowable Report
- Present Findings to Units

- Assigned vs. Allowable Report determines Space Deficit or Surplus

Can Unit Fill Need?

- Yes
  - Internal Unit Space Reallocation

- No
  - Facilities Services Submits copies of RFS to University Space Committee
  - Up-date University Space Committee Chair on process and outcomes

Can Academic or Administrative Unit Fill Need?

- Yes
  - Academic or Administrative Unit Space Reallocation

- No
  - FS Contacts University Space Committee Chair to add to Next Meeting Agenda
  - Presents Findings and Recommendations

University Space Committee Recommendation to Provost and Vice President for Finance & Administration

Approve/ Deny Conditionally Approve

- Yes
  - Moves to Project Management Phase

- No
  - Appeal Decision

Facilities Services: Revised 12-14-09